



## **Greenacres Bowl Position Titled Bartender**

### **Purpose:**

To provide all patrons with prompt, efficient, courteous service. Observe all aspects of our facility and use proper judgement in action taking when handling all situations. Maintaining the highest level of cleaning standards by following the instruction of the Shift Leader. Bartenders are responsible for creating an exceptional dining experience for all guests by preparing all alcoholic beverages and taking orders using suggestive selling.

### **Essential Duties:**

- Properly identify guests age to ensure liquor compliance
- Setup bar by preparing fruit, stocking coolers and placing liquor in rails
- Properly setup bar mats and napkin stations neatly on bar top
- Responsible for the preparation of all drinks per recipes
- Takes food and beverage orders from guests and enters orders in point-of-sale system
- Maintains bottles and glasses in an attractive and functional manner to support efficient drink preparation and promotion of beverages
- Has experience with preparing drinks in a high volume, cost controlled environment
- Assists the restocking and replenishment of bar inventory and supplies.
- Maintains outstanding knowledge of the core menu, special menu and drink menu
- Takes payment from guests using any applicable gift cards, rewards card, discount or coupon
- Responsible for the bartender cash drawer and all monies contained
- Washes and sterilizes glassware
- Maintains cleanliness in all areas of the bar including counters, sinks, utensils, shelves, and storage areas, complete cleaning checklist accordingly (daily, weekly, monthly duties)
- Is ready and willing to assist fellow staff members as situations arise
- Monitors and observes guests' dining experience. Ensures guests are satisfied with the food and service. Responds promptly and courteously to any requests

### **Basic Skills:**

General housekeeping, math, reading, verbal communication skills. The ability to work on your feet for at least 8 hours in a fast pace environment. Must be able to lift 40lbs. Flexible schedule. Meets state and local age requirements and maintains required alcohol service certification standards.

### **Pay Scale:**

Minimum Hourly Rate- \$11.00

Maximum Hourly Rate- \$12.73

Maximum Annual Raise- 5%

### **Greenacres Bowl**

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